

**KALAMAZOO COUNTY CIRCUIT COURT / FAMILY DIVISION**  
**STEP-PARENT/SUPPLEMENTAL-NON-CUSTODIAL CHECKLIST**

ATTORNEY: \_\_\_\_\_  
TELEPHONE NO: \_\_\_\_\_

ATTORNEY: \_\_\_\_\_  
TELEPHONE NO: \_\_\_\_\_

**DOCUMENTS FILED:**

- ☐ Petition for Adoption...PCA301 \_\_\_\_\_ Number Of Petitions
- ☐ Supplemental Petition Filed...PCA302...Hearing Date \_\_\_\_\_
- ☐ Payment of Filing Fee
- ☐ Certified Copy of Birth Certificate
- ☐ Name on Request for State Police Report
- ☐ Certified Copy of Divorce OR ☐ Acknowledgment of Paternity OR ☐ Order of Filiation
- ☐ Other \_\_\_\_\_
- ☐ Notice to Prior Court...MC28 (Friend of the Court, Prosecutor and Circuit Court)
- ☐ Motion for Immediate Confirmation (Item 12 On Petition)

OFI: _____
OTR: _____

**FEES:**

- ☐ Verified Accounting, With Verified Itemization and Receipts (7 Days Prior to Formal Placement)  
To be submitted by:  
☐ Petitioner(s)...PCA347    ☐ Attorney...PCA346
- ☐ Verified Accounting, With Verified Itemization and Receipts (21 Days Prior to Confirmation)  
To be submitted by:  
☐ Petitioner(s)...PCA347    ☐ Attorney...PCA346
- ☐ Final Order Allowing Fees and Costs...PCA341 (21 Days Prior to Confirmation with Fees)

**CONSENTS: (SEE MCR 5.754)**

- ☐ Consent Packet To Caseworker \_\_\_\_\_

**DATE SIGNED**

**NOTICE: NON-CUSTODIAL PARENT**

- ☐ Adoptee (Over Age 14) \_\_\_\_\_  
...PCA307
- ☐ Proof of Service \_\_\_\_\_  
...PCA307, and Release  
of Information Handouts...JC12a

- ☐ Notice of Hearing on \_\_\_\_\_  
...PCA303
- ☐ Proof of Service For  
...PCA 301,302 And 303...JC12a
- ☐ Return Receipt (Green Card)

*CONTINUED ON REVERSE SIDE*

REPORTS:

DATE SIGNED: \_\_\_\_\_

- ☐ Report of Investigation  
☐ Other  
☐ Proof of Service for Release of Information Handouts  
    ☐ Parent

- ☐ Approved  
☐ Approved

ORDERS PREPARED:

DATE ORDERS  
SIGNED: \_\_\_\_\_

DATE CERT.  
COPY MAILED: \_\_\_\_\_

- ☐ Order of Investigation...PCA301 (Back Of Petition)  
☐ Home Investigation Packet to Caseworker  
☐ Order Terminating Rights...PCA304  
☐ Advice of Rights...PCA323  
☐ Release of Information Handouts  
☐ Proof of Service for PCA304 & 323 and Release of Information  
    Handouts to **Non-Custodial Parent Only**...JC12a  
☐ Order Placing Child...PCA319  
☐ Proof of Service(on adoptive parents for PCA319 and  
    Release of Information Handouts)...JC12a  
☐ Notice of Proceedings to Friend of the Court, Prosecuting  
    Attorney and Circuit Court Clerk\* \_\_\_\_\_ County  
☐ Order of Adoption...PCA321  
☐ Application to Establish Michigan Birth Record  
    mailed to \_\_\_\_\_  
☐ Final Notice of Proceedings to Friend of the Court, Prosecuting  
    Attorney and Circuit Court Clerk\* \_\_\_\_\_ County  
☐ Notice to Attorney at Confirmation\*

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